

## University of Alabama ECE PhD Plan of Study Procedure

Welcome to the department of Electrical & Computer Engineering at the University of Alabama. As an incoming Ph.D. student, one of the first significant planning steps you must undertake is the development of a PhD plan of study in coordination with your graduate advisor. As you undertake this important task, please adhere to the following steps to ensure that all formal requirements are satisfied and that the plan of study paperwork may be processed promptly.

### Contacts:

- Student Services Coordinator (SSC): Ms. Kymberli Lindsey [jerni001@ua.edu](mailto:jerni001@ua.edu). The Student Services Coordinator is your primary contact for submitting the plan of study paperwork.
- Graduate Program Director (GPD): Prof. Andy Lemmon [lemmon@eng.ua.edu](mailto:lemmon@eng.ua.edu). The Graduate Program Director is the person who reviews and approves your plan of study.
- Associate Department Head for Graduate Programs (ADHGP): Prof. Edward Sazonov [esazonov@eng.ua.edu](mailto:esazonov@eng.ua.edu). The Associate Department Head for Graduate Programs oversees the graduate program and is available to answer questions or assist if challenges arise during this process.

### Steps to take to complete the plan of study:

1. Work with your advisor to identify and select the courses that you plan to take during your Ph.D. program. Use the second page of this document to record the outcome of this process (plan of study draft). The selected courses must satisfy all of the programmatic requirements specified in the graduate catalog at <https://catalog.ua.edu/graduate/engineering/electrical-computer/phd/>
2. Note that the form on the second page of this document is specific to the catalog year for your Ph.D. program. This is usually determined by the semester that you began studying at UA, unless a specific request to transfer to a different catalog year has been made. This is rare, especially for new graduate students.
3. If you are planning to transfer graduate coursework from another university that will be credited towards your Ph.D. coursework requirements, you must complete the graduate course transfer procedure prior to completing the plan of study. Please refer to the graduate coursework transfer procedure document for details.
4. Once your plan of study draft is complete, your advisor should send the completed form to the SSC and the GPD for review and approval. Please note that the plan of study draft is not the official document that will be submitted to the graduate school, but it is needed for the internal review process and to assist the SSC in accurately completing the DocuSign form in step 6.
5. The plan of study draft must be reviewed and approved by the GPD before any DocuSign forms are completed by the SSC. Your advisor should communicate directly with the GPD to obtain this approval and make any necessary adjustments to the plan of study draft as required to obtain compliance with ECE department and Graduate School policies.
6. Once the above are verified/approved, the GPD will ask the SSC to initiate the plan of study DocuSign form.

**FILL OUT THE FOLLOWING FORM AND SUBMIT TO THE GRADUATE PROGRAM COORDINATOR.**

**Major Area of Concentration (27 hours)**

Course title	Course number	Hours

**Minor Area of Concentration (15 hours)**

Course title	Course number	Hours

**Mathematics and Science (6 hours)**

Course title	Course number	Hours

**Dissertation Research (24 hours)**

Course title	Course number	Hours
Dissertation Research	ECE699	24

**Course by Course Credit Transfer (Maximum 24 hours)**

Course title	UA Course number	Hours

**Block Credit Transfer (Maximum 24 hours)**

Course title	UA Course number	Hours
Graduate Elective	MSC501	